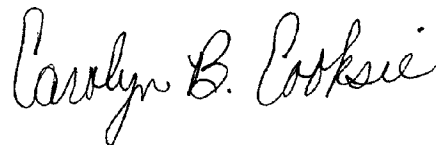


For: State and County Offices

PC-PRCH and Digital Signature Systems in State Offices

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

In March 1998, selected State Office employees were trained in the use of PC-PRCH and Digital Signature and were provided with the appropriate software for processing miscellaneous Type 60 purchase orders and payments electronically.

Additionally, FSA purchased 103 new PC's for use with PC-PRCH which were later delivered to State Offices. A previous FC notice advised all SED's of their responsibilities to ensure that PC-PRCH and Digital Signature are in place and the processing of all purchase order requests and payment requests be completed and transmitted electronically by the State Office to NFC.

A recent target review of the PC-PRCH and Digital Signature processes indicates that approximately 20 percent of all States are currently in compliance with this requirement.

B

Purpose

This notice provides instructions for accomplishing the electronic processing of miscellaneous Type 60 purchase orders.

Note: Relevant information from this notice will be included in a future amendment to 1-FLP.

C

Contact

If there are questions:

- County Offices shall contact the State Office
 - State Offices shall contact Cathy Quayle or Ann Smith, LMD.
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Disposal Date

September 1, 2000

Distribution

State Offices; State Offices relay to County Offices

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2 Action

A County Office Action

County Offices shall follow the basic ordering procedures in this table.

Step	Action
1	Maintain a log for all AD-700's, AD-838's, and RD-838-B's.
2	FAX a completed AD-700 to the State Office Farm Loan Programs, Attn: PLCE Liaison, before incurring any expense for Program Loan Cost Funds.
3	Farm Loan Manager/Officer will sign the bottom of each AD-700 submitted for funding approval.
4	Provide the loan number against which the cost item is charged for Liquidating (L) or Direct Loan Financing (R) accounts. The ADPS LM or AP Status Screen may be used for this purpose. This should be attached to AD-700.
5	Upon receipt of an approved AD-700 from the State Office, FAX a completed AD-838 indicating the proper program authority code (PAC) to the State Office for input into PC-PRCH.
6	For obligations exceeding Field Office authority, the State Office will prepare AD-838 for signature and transmission to NFC.
7	Notify the vendor to proceed with providing the service.
8	Receive a bill from the vendor or prepare the FSA substitute invoice provided in RD 2024-A, Exhibit D, Attachment 1, and certify that the services were received.
9	FAX the completed invoice and RD-838-B, with any supporting documentation, to the State Office for input into PC-PRCH. Note: All contractual actions must have the signature of a warranted contracting officer.

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2 Action (Continued)

B

State Office Action

State Offices shall follow the basic ordering procedures in this table.

Step	Action
1	Review and approve the use of funds by signing, dating, and returning AD-700 to the initiating office.
2	Check RD Instruction 2024-A, Exhibit D, Table D-4 for proper PAC codes and authority to complete the request.
3	For obligations exceeding Field Office authority, prepare AD-838 for signature and transmission to NFC using PC-PRCH and Digital Signature. Forward a copy of AD-838 to the Field Office initiating the action.
4	Set vendors up with a Vendor Express Program (VXP) number for electronic payment whenever possible.
5	Verify the information on the invoice and RD-838-B, and enter the information into PC-PRCH for transmission to NFC using Digital Signature.
6	The State Office Program Loan Cost Expense (PLCE) Liaison will monitor obligations and disbursements of PLCE allocated monies for proper use.
7	Issue a State Supplement to: <ul style="list-style-type: none">• cover the proper handling of requests for appraisals, advertising, title opinions/legal services, and credit reports• distribute PLCE funding amounts by program and account, if the State suballocates these funds• identify its method of certifying fund availability• name the program official responsible for certifying PLCE fund availability.

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2 Action (Continued)

C

SED Action

SED shall ensure that employees:

- have the necessary computer hardware to perform PC-PRCH and Digital Signature functions
 - are delegated authority to perform the functions of PC-PRCH and digitally signed transmissions
 - use PC-PRCH with Digital Signature for all Type 60 purchase order requests and payments
 - use electronic transfer of funds for payments to vendors.
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